



REQUEST FOR PROPOSALS 2013 Funding

I. Funding Opportunity

The Nature Conservancy of Washington (TNC) invites project proposals designed to benefit fish habitat conservation and/or sustainable fisheries. **Applications will be due by March 30, 2013.**

For further information contact Eric Delvin, edelvin@tnc.org

II. Project Types

Projects must:

Fall within at least one of two broad categories:

- Fish habitat conservation or enhancement

- Sustainable fisheries (projects that improve the sustainability of commercial or recreational fisheries)

Be supported by one of the Coastal Marine Resources Committees (MRC) and restricted to the Washington Coast geography:

- North Pacific Coast MRC

- Grays Harbor MRC

- Pacific County MRC

- Wahkiakum County MRC

III. Award Information

Under this announcement \$30,000 is available to be awarded. This can be for one project or distributed to several projects, and can serve as matching funds for a project primarily funded from another source. TNC reserves the right to offer partial funding for discrete activities, portions, or phases of the proposed project.

IV. Due Dates

Complete and return the application by March 30, 2013. A panel of MRC members will review proposals and successful applicants will be notified in late April 2013. TNC may prioritize and expedite the award of funding as it deems to best. Projects must be completed and a project summary report submitted by **April 30 2014**. Preference will be given to projects that are completed by December 30, 2013.

V. Eligibility and matching

Federal, state, tribal, and other public or non-profit private agencies, institutions, and organizations are eligible for funding. Private individuals or for-profit organizations may partner with an eligible applicant or provide matching funds or in-kind contributions. There is a 1:1 matching requirement. If matching funding or full matching is not available you may request an exemption with an explanation, however priority will be given to projects with at least 1:1 matching.

VI. Due Diligence

TNC may request copies of documents to ensure that your organization meets the criteria of a non-profit or other organization entitled to receive award funds, and that your organization meets appropriate standards of capacity, competence, and financial accountability. These documents may include (but are not limited to) the following: a certificate of good standing, a list of the names of all of its board members and principal officers, copies of bylaws and articles of incorporation.

VII. Application Requirements

- 1) Complete your application using the template (Section VII) by copying the headings into a word processing program. (Print the template and complete on paper if an electronic version is not an option).
- 2) List the addressed priorities
- 3) Applications should be no longer than 3 pages excluding attachments (budget, resumes, maps or illustrations, support letters, etc.)
- 4) Minimum font size 11. Use standard margins.
- 5) Complete all portions of Section VIII.
- 6) Complete the conflict of interest disclosure form.
- 7) Submit your application by an electronic copy only to: edelvin@tnc.org

VIII. Project Template

1. **Name of the project:**
2. **Lead organization and Contact and Administrative Contact** (Name, email, phone, address):
3. **Starting and ending dates for your project:**
4. **Deliverables** (List of report and/or products and identify their final date of submission):
5. **Project staff** (List and describe their expertise for their role in the project).
6. **Partners** (List and describe partners, matching contribution(s) of cash, in-kind materials, supplies, equipment, labor, etc. Support letters may be attached).
7. **List any associated permits and their status** (Examples: JARPA, HPA, CLEAR, SEPA review).
8. **Project Narrative** (this may be concise and all but the abstract may be in bullet format):
 - a) **Abstract** (Provide a 1-2 paragraph project summary in the form of a short description that highlights the narrative that follows).
 - b) Describe the background and context (project area, situation to be addressed, past work relevant to the project).
 - c) Explain why the project is appropriate for this funding.
 - d) List and describe the project objective(s).
 - e) Provide a timeline for your project activities and the deliverables.
 - f) Describe the methods, procedures and equipment to be used, if any.
 - g) Describe the extent or impact of the project (e.g., acres, miles, number of citizens).
 - h) Indicate if there are plans to continue the project into the future.
9. **Provide a Project Budget** (Include matches from other funding sources (Cash & In-Kind) and the following categories. Clearly state the funding amount being requested:
 - a) Personnel salaries and benefits (or hourly wages).
 - b) Supplies.
 - c) Equipment
 - d) Travel
 - e) Contracted services

For further information contact TNC Community Conservation Coordinator, Eric Delvin = edelvin@tnc.org